

# Application for School Building Projects and Plan Examination

135/253

Michigan Department of Labor & Economic Growth  
Bureau of Construction Codes & Fire Safety / Plan Review Division  
P.O. Box 30255, Lansing, MI 48909  
517-241-9328

www.michigan.gov/bccfs

Agency Use Only

## Deposit Fee:

**Construction Codes - \$100.00 (non-refundable) (135)**

**Fire Safety - \$155.00 (253)**

Authority: 1972 PA 230; 1941 PA 207; and 1937 PA 306  
Completion: Voluntary  
Penalty: Plans will not be reviewed

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

## FACILITY INFORMATION

FACILITY NAME		STREET / SITE ADDRESS		FIRE DEPARTMENT (Required)	
NAME OF CITY, VILLAGE, OR TOWNSHIP IN WHICH THE FACILITY IS LOCATED				COUNTY	ZIP CODE
CITY	VILLAGE	TOWNSHIP	OF:		

## SUBMITTAL

ITEM	A/E PROJECT NUMBER	CC PROJECT NUMBER	FS PROJECT NUMBER
INITIAL CONSTRUCTION DOCUMENT			
ADDENDUM NO. _____			
BULLETIN NO. _____			

## BUILDING DATA

GROSS FLOOR AREA			
NEW BUILDING _____	ADDITION _____	ALTERATION _____	REPAIR _____
CLASSIFICATION / SCOPE			
BUILDING USE _____	CONSTRUCTION TYPE _____	NO. OF OCCUPANTS _____	AREA/FLOOR _____ NO. OF FLOORS _____
FIRE SPRINKLERS			
ENTIRE BUILDING	LIMITED AREA _____	NONE	
PROJECT COST IS LESS THAN \$15,000.00		PROJECT SCOPE _____	

## PLAN REVIEW REQUEST

<b>Construction Codes:</b> 2 sets of documents required; deposit fee \$100			
BUILDING	ELECTRICAL	MECHANICAL	PLUMBING OTHER _____
BARRIER FREE	FOOTING/FOUNDATION	FIRE SUPPRESSION	
<b>Fire Safety:</b> 1 set of documents required; deposit fee \$155			
CONSTRUCTION PLANS / SPECIFICATIONS		SPRINKLER*	*SPECIFY BELOW FIRE ALARM, HOOD SUPPRESSION OR SPRINKLER <b>NOT</b> RELATED TO A CURRENT PROJECT (STAND ALONE)
HOOD SUPPRESSION*		FIRE ALARM / FIRE DETECTION*	FIRE ALARM, HOOD SUPPRESSION OR SPRINKLER CONNECTED WITH EXISTING FS PROJECT
ESTIMATED PROJECT COST: (See back) _____			# _____

## BUILDING OWNER

NAME (Company or Individual)	CONTACT PERSON	TELEPHONE NUMBER (Include Area Code)	
ADDRESS	CITY	STATE	ZIP CODE

## PROJECT ARCHITECT / ENGINEER / CERTIFIED FIRM

COMPANY NAME	LICENSED INDIVIDUAL	MICHIGAN LICENSE / CERTIFICATION NUMBER	
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Include Area Code)			

## APPLICANT (Note: All correspondence will be sent to this address)

NAME OF COMPANY	APPLICANT NAME	SOCIAL SECURITY NUMBER* OR FEIN (REQUIRED)		
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPLICANT SIGNATURE (Must be an original signature)		DATE	FAX NUMBER (Include Area Code)	

## Instructions for Application for School Building Projects and Plan Examination

**This application is designed to be used only for schools defined as kindergarten through 12th grade**

**Facility Information:** Provide all requested information. Mark the appropriate box (city, village or township) and state the name of the governmental subdivision where the project is located; not the post office location.

**Submittal:** Indicate what is being submitted and provide the appropriate project and submission numbers. The submission numbers are critical when linking this submittal with a previous submission for the same project.

**Building Data:** Provide all requested information. The building use, construction type and number of occupants shall be as prescribed by the building code. If the project cost is less than \$15,000.00, check the box.

**Plan Review Request:** Indicate the desired plan reviews for CC and/or FS.

**Building Owner:** Provide the requested information.

**Project Architect/Engineer/Certified Firm:** Provide the requested information.

**Applicant:** Provide all requested information with an original signature. All correspondence will be sent to this address, and this entity will be responsible for all fees.

### Required Submittals for Plan Review

For each facility, submit completed application, the appropriate deposit fee made payable to the **State of Michigan** and the required number (from front of application) of construction documents with **original seals and signatures** in accordance with 1980 PA 299. Fire suppression shopdrawings and computations are not required to be sealed by a design professional. The review fee will be calculated based on the approved fee schedule and the balance due shall be billed to the applicant. See Construction Code Fee Schedule at [www.michigan.gov/bccfs](http://www.michigan.gov/bccfs), Forms, Plan Review Division.

### Required Deposit and Construction Documents

Project Type	Fee	Construction Documents
Const. Code & Fire Safety Reviews	\$255.00 deposit	3 sets
Construction Code Review Only	\$100.00 deposit	2 sets
Fire Safety Review Only	\$155.00 deposit	1 set

### Fire Safety Fee Schedule

<u>Estimated Project Cost Range</u>	<u>Fee</u>
\$101,000.00 or less .....	Minimum Fee of \$155
\$101,001.00 to 1,500,000.00 .....	\$1.60 per \$1,000
\$1,500,001.00 to 10,000,000.00 .....	\$1.30 per \$1,000
\$10,000,001.00 or more .....	\$1.10 per \$1,000 - Maximum fee \$60,000

**Building Code:** Site plan, foundation plan, soil bearing capacity, floor plans, accessibility requirements, building elevations, building sections, framing plans, details, approved design numbers for fire resistant assemblies, roof plan, roof finish schedule, door schedule, structural live and dead loads.

**Electrical Code:** Plans for all electrical systems using more than six (6) circuits, shall include lighting layout, circuiting, switching, conductor and raceway sizes, wattage schedule, service location and riser diagram, load calculations, appropriate plans showing standard symbols of all electrical equipment.

**Plumbing Code:** Site plan, floor plans, DWV riser diagrams and water distribution system and roof plan. Show direction of flow, pipe sizes, grade of horizontal piping, elevations, drainage fixture unit loading of both stacks and drains in the DWV system, supply fixture unit load for the water system, branch supplies serving more than one plumbing fixture, appliance or hose outlet.

**Mechanical Code:** Plans indicating heating equipment, air conditioning equipment, ductwork material and layout, fire dampers, ventilation of rooms and areas, location of chimneys and vents, piping layouts.

**Energy Code:** Floor plans, building sections, details, average annual degree days, exterior envelope component materials, "U" values of elements, "R" values of insulating materials, size and type of apparatus and equipment, energy calculations.

Validation Area

### U.S. Postal Service

Michigan Dept. of Labor & Economic Growth  
Bureau of Construction Codes & Fire Safety  
Plan Review Division  
P.O. Box 30255  
7150 Harris Drive  
Lansing, MI 48909

### Courier Other Than U.S. Postal Service

Michigan Dept. of Labor & Economic Growth  
Bureau of Construction Codes & Fire Safety  
Plan Review Division  
2501 Woodlake Circle  
Okemos, MI 48864